



# Nursery Policy



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Adopted by Vestry: February 2019

## Communication

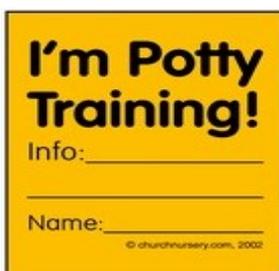
- The first step in the communication process is to use word of mouth. Starting Sunday February 10<sup>th</sup>, 2019 we will begin by telling parents that there is going to be the option of leaving their children 2 and under for the entirety of the service.
- The second step in communication is to put a paragraph in Grace Weekly.
- The third step in communication is to put a blurb insert in the handout with information on where to pick up a copy of the policy for the following weeks until the start of the new option on March 3<sup>rd</sup>.
- The fourth step in communication is to send out an email through constant contact with the policy attached.

## Drop off

- Staff will cheerfully meet parents at the door, receive the child, and check them off on the attendance sheet.
- Parents are allowed to come in the nursery, but are encouraged not too, and are to only interact with their child.
- When a child 2 or under is dropped off in the nursery the parent will be asked to fill out all the information on the sticker and place the sticker on the child's back.
- If the child is 2 or under, they will ask the parent if they would like their child to remain downstairs for the entirety of worship. If so, the parent will use a highlighter to go from one corner to the other of the sticker indicating to all staff the child will stay downstairs.
- The parent will then take the other half of the sticker, with the matching number.

## Stickers

- All children 5 and under, are encouraged to wear a sticker, but if they are 2 or under in age, they will have one placed on their back
- The parents are to fill out the information on the sticker and then place it directly on the child or hand it to the person receiving the child and they can do so.
- The parent will then keep the remaining half of the sticker on their person throughout worship
- If parents tell you their child has an allergy or is potty training have them fill out the correct sticker and place it on the child's back.



**I'm Potty Training!**  
Info: \_\_\_\_\_  
Name: \_\_\_\_\_  
© churchnursery.com, 2002



**Allergy Alert!**  
Type: \_\_\_\_\_  
Name: \_\_\_\_\_  
© churchnursery.com, 2002

## Pick up and Dismissal

- If the parent has requested that their child stay down for the entirety of worship, they must come back downstairs and present the remaining half of their sticker with the matching number of their child at the end of worship.
- If they do not have the sticker for any reason, a paid staff member is to address the situation.
  - They are to have the parent present a form of picture ID and write a hand-written note with the included in it. “I parent name am picking up my child child’s name from nursery workers name at the time of current time and date.”
- If the child’s parents have opted to have them upstairs for the end of worship, they are to be dismissed from the back of the sanctuary. Unless they are 2 or under and then the exchange of stickers is still in place. This is to be overseen by all staff and volunteers available.
- Staff must be prepared to implement or change drop-off and pick-up policies as directed by Nursery Administrator and Nursery Supervisor.